



## City of Milwaukie Employment Opportunity

### IST Analyst

**Apply by: April 25, 2014, 4:00 p.m.**

Status: **Full-time 40 hours/week, Benefits eligible**

Hours: **Monday – Friday, general business hours**

Work location: **Public Safety Building, 3200 SE Harrison Street, Milwaukie, OR**

Department: **Information Systems Technology**

Salary: **\$4,226 to \$5,394 Monthly – Non Exempt, AFSCME Represented**

Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2.5% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

The City of Milwaukie is seeking a self-motivated candidate who can work independently or as part of a team to fill a vacancy within our Information Systems Technology (IST) Department. Employees in this classification perform a variety of technical duties to support the entire City network.

**Duties:** The Information Systems Analyst performs a variety of technical tasks related to the installation, maintenance and management of information systems hardware and software. This position diagnoses and resolves computer hardware and software problems, which include the Microsoft operating systems and the Microsoft office professional suite, and escalate problems, when necessary, to the appropriate personnel or vendor. The IST Analyst assists with the development, maintenance and publishing of information to the City's Internet and Intranet websites. A primary function of this position is to provide Help Desk support troubleshooting user difficulties, with most contacts within the organization. This position reports to the IST Director however the position may receive some daily task direction from the Network Administrator.

**Qualifications:** An Associate's degree in computer science or a related field from an accredited college or university with two or more years of relevant experience. Microsoft Certified Systems Engineer/ Administrator (MCSE/MCSA) and Microsoft Certified Professional (MCP) preferred. Any combination of education and experience will be considered.

**Selection Process:** A screening of all applications will be completed to determine the candidates being invited to an interview. Preference will be given to the applicants who have direct and relevant work experience. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

**Application Process:** All candidates must complete a City of Milwaukie employment application. Resumes may be included but are not accepted in lieu of an application. **Application materials must be downloaded at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org). Please mail your signed application materials to: City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.**

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer  
Women and Minorities are Encouraged to Apply***